

# Adjunct Faculty Handbook

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Prepared by the Adjunct Office

## **INTRODUCTION**

This Handbook has been created to aid you in familiarizing yourself with the College. It contains information, policies and processes, and although every effort has been made to provide all the pertinent information that you may require, it may not be complete. It should be used along with relevant sources found on the College website, and with other information you may receive from your department chairperson, program coordinator or the College administration. The content in this handbook has been listed in alphabetical order, and may change as it will be constantly updated.

## **PCCC MISSION AND INSTITUTIONAL GOALS**

### **Vision:**

PCCC aspires to be a premier community college that leads, inspires, and supports individual in reaching their educational and career goals in a timely manner.

### **Mission:**

PCCC offers high quality, flexible, educational and cultural programs that meet the needs of Passaic County residents. The College provides its students with a strong general education foundation for further study and opportunities for career preparation and lifelong learning. Impassioned by our commitment to student progress and program completion, the College strives to address our wide variety of student learning needs through excellence in teaching, the innovative and effective use of technology, multiple instructional methods and developmental and ELS programs that provide access to college level programs. The College's supportive learning environment fosters student success and faculty excellence. Through a culture of evidence and inquiry, the College is an effective steward of its physical, financial, and intellectual resources.

### **PCCC Values:**

**Academic Quality:** We commit to educational excellence in teaching and learning

**Learning:** We embrace a learner-centered philosophy, one that guides us in our efforts to improve student progress and program completion.

**Diversity:** We value our diversity because it enriches our learning environment and deepens our respect and appreciation for others.

**Honesty and Integrity:** We commit to an educational environment characterized by honesty, integrity and mutual respect.

### **Institutional Goals:**

**Goal 1:** Offer high quality programs through flexible and innovative instructional formats that respond to changing community needs.

**Goal 2:** Improve student progress and program completion rates.

**Goal 3:** Provide a supportive learning environment for members of the college community.

**Goal 4:** Expand strategic partnerships with educational, business, cultural and government agencies.

## **Academic Calendar**

The Adjunct Office will email you the academic calendar prior to the beginning of each semester.

## **Academic Freedom Policy**

Faculty are entitled to freedom in the classroom in discussing their subject. There shall be no restraints which would impair the faculty member's ability to present the subject matter, but faculty should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Faculty are entitled to full freedom in research and in the publication of the results. Faculty are citizens and members of a learned profession. When they speak or write as citizens, they should be free from institutional censorship or discipline. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution. The Passaic County Community College reaffirms the principles and beliefs of The American Association of University Professors' Statement of Principles on Academic Freedom (as amended).

## **Academic Integrity Statement**

The intellectual venture in which we are all engaged requires of college employees the highest level of personal and academic integrity. As members of an academic community, each one of us bears the responsibility to participate in scholarly discourse and research in a manner characterized by intellectual honesty and scholarly integrity. Scholarship, by its very nature, is an iterative process, with ideas and insights building one upon the other. Collaborative scholarship requires the study of other scholars' work, the free discussion of such work, and the explicit acknowledgement of those ideas in any work that inform our own. This exchange of ideas relies upon a mutual trust that sources, opinions, facts, and insights will be properly noted and carefully credited. In practical terms, this means that, as members of college community, you must be responsible for the full citations of others' ideas in all of your research, innovations, publications and presentations. Any breach of this intellectual responsibility is a breach of faith with the rest of our academic community. It undermines our shared intellectual culture, and it cannot be tolerated. College employees failing to meet these responsibilities shall be subject to disciplinary action. The College shall reserve the right to convene a committee of senior faculty and others to address the academic integrity complaint. (*Adopted from: Faculty Statement on Academic Integrity, Columbia College*)

## **Administrative Office**

The function of the Adjunct Faculty Office is to offer assistance to part-time faculty, serve as a liaison between faculty and other college staff, provide a collegial atmosphere for working and socializing, and a place where faculty can receive their mail and college related information. Professional Development activities are also designed by this office. Information is posted on bulletin boards and emailed via Campus Cruiser. The office is located at 3 Church Street. Ruggiero Manente, Director of Adjunct Faculty and ESL Tutorial Services, is the current full time administrator for the office. He can be reached at (973- 684-5508) or by e-mail ([rmanente@pccc.edu](mailto:rmanente@pccc.edu)). The office hours will be announced at the beginning of each semester and summer sections.

The office provides these services:

- Mailboxes
- Limited Copying (50 pages total)
- Supplies (Scranton sheets form #882-E, blue books, markers, chalk, etc.)
- Scantron Machine
- Telephone and computers with internet access
- Lockers (for part-time faculty teaching three or more classes)
- Refrigerator and Microwave

### **Adjunct Faculty Contract (Bargaining Unit Agreement)**

Copies of the most recent agreement (July 1, 2016 to June 30, 2019) are kept in the adjunct office. Faculty may also access the Bargaining Unit Agreement on line by following the steps below:

1. Login to your portal account
2. Click on "PCCC Info" tab.
3. Click on "Offices."
4. Click on "All Offices."
5. Click on "B. HR Office."
6. Under Office Bookmarks, click on "Bargaining Unit Agreements."

### **Affirmative Action**

Actively continuing its longstanding policy to support equality of opportunity for all persons, Passaic County Community College does not discriminate on the basis of race, gender, color, national or ethnic origin, sexual orientation, or physical or mental disability in the administration of its admission, employment, and educational policies or scholarship, loan, athletic, and other school-administered programs.

For more information, or to file a complaint contact:

PCCC Affirmative Action Officer

Jose Fernandez, Associate VP for Human Resources & Planning and Institutional Effectiveness

973-684-6705 [jfernandez@pccc.edu](mailto:jfernandez@pccc.edu)

PCCC Adjunct Faculty President Union Representative

Cindy Simon, 973-389-0329 [n2slf@aol.com](mailto:n2slf@aol.com)

### **Appealing Grades/Grievances**

An appeal procedure is available should a student feel that a final grade is unjustified. Appeals must be taken seriously and should only be made when the student feels there is strong evidence of injustice.

1. The student must discuss his/her concerns with the instructor.
2. If no agreement can be reached, the student may appeal to the chairperson of the respective department.
3. If no agreement can be reached, the student may appeal to the Academic Appeals Committee, which will make a recommendation to the Senior Vice President for Academic and Student Affairs.

### **Attendance Policy & Instructional Time (Faculty)**

Enrollment of the student at PCCC implies an agreement between the College and the student in which the College provides a set amount of instruction and the student agrees to be present for that amount of instruction. The person who accepts a part-time teaching position at PCCC makes a serious commitment to the educational policy of the College and must recognize that attendance at all scheduled class meetings is necessary for the full

realization of the College's educational goals. Adjunct faculty must not show a casual attitude toward their own attendance and must insist that students attend regularly. In addition, classes must begin on time and continue through the entire period of time scheduled. If a particular class consistently starts late, ends early, or has extended breaks, the instructor may be subject to reprimand and/or dismissal. College policy requires the instructor to make every effort to ensure that class time is not lost. Please comply with the following procedures on absences and lateness:

1. When the absence is anticipated, the instructor must notify The Adjunct Office (973-684-5508) and the appropriate Department Chairperson as far in advance as possible so that arrangements can be made for a substitute teacher.
2. If the absence is caused by an unforeseen emergency, the instructor must notify the Adjunct Faculty Office at the earliest possible moment. In order for the instructor not to have a paycheck deduction, the instructors must notify the Department Chairperson and the Adjunct Faculty Office as to how they have chosen to make up a missed class. (See also "sick leave" below.)
3. In case neither the department chair nor the Adjunct Office can be reached, please notify the Public Safety Office at 973-684-5403 so that a sign/attendance sheet can be posted on the classroom door.
4. Under no circumstance can an instructor make arrangements with students to have a class cancelled.
5. **Lateness:** If you are running late for a class due to traffic or other emergencies, please call the Adjunct Faculty Office (973-684-5508), or Public Safety Office (973-684-5403), and we will make every effort to go to your class immediately and ask students to wait for you.
6. **Sick Day:** Adjunct Faculty will be allowed one day of paid sick leave (non-cumulative) per semester (including the Summer session). Your first absence will be used as sick leave. Should the instructor be absent more times, his/her paycheck will be deducted accordingly.

### **Attendance Reporting (Students)**

Student class attendance must be recorded from the very first class period. Adjunct faculty will be requested to submit the tenth day attendance to the Registrar's Office via **Web Advisor**. This process is very important because a student's attendance, or non-attendance, can significantly affect his/her financial aid, unemployment benefits, F-1 visa requirements, etc. This will also directly impact the state funding which the college receives. An email with the procedures for attendance submission will be sent out to the adjunct faculty. Official class rosters are available online through the faculty's Campus Cruiser account (under the Web Advisor tab). Students whose names do not appear on this roster should show a validated schedule to gain entrance into the class. Faculty should review their rosters several times throughout the semester to make sure the students in class match the official class list. If a student is in class, but not on the roster, they should be referred to the Registrar's Office as soon as possible to resolve the discrepancy.

### **Board Policy Manual**

A copy of the PCCC Board policy manual is available for the adjunct faculty in the Adjunct Office.

### **Bookstore**

The College Bookstore is on the ground level of the Broadway Parking Garage, facing Wendy's at 125 Broadway, Paterson. The phone number is (973) 247-9406.

#### **➤ HOURS:**

Mon. - Wed., 9:00 a.m. – 4:30 p.m.; Thurs., 9:00 a.m. – 7:30 p.m.; Fri. 9:00 am. – 3:00 pm.

The Bookstore offers extended hours during the first several weeks of the fall and spring semesters. It is also open until 7:30 p.m. for the first three days of each summer session.

## **Bulletin Boards (in the Adjunct Office)**

**Administrative News Bulletin Board:** check here for constantly updated information, monthly calendars with important dates marked, and other relevant information about what is happening on campus.

**Professional Development Bulletin Board:** check it for postings about school-wide programs and off-campus programs workshops.

**Federation Bulletin Board:** check here for news from the adjunct faculty union. If you have questions regarding the Union and/or the contract please contact Cindy Simon at 973-389-0329 or email her at N2SLF@aol.com.

**Department News Bulletin Board:** check here for news from departments.

## **College Portal**

The College Portal is an area on the web set aside by PCCC for the posting and sharing of information. The portal exists for students, faculty, administration, and staff to communicate more easily. The system PCCC has chosen to use is called "Campus Cruiser."

### **How can I find the portal?**

By logging on to the Internet from any computer and going to [www.pccc.edu](http://www.pccc.edu) click on the link at the bottom/right of the page where it says "MY PCCC ACCOUNT".

### **How do I log in for the first time?**

1. Click on "what's my ID"
  - Enter your last name
  - Enter your social security number or colleague ID number
  - Click on submit and make note of your log-in name
2. What is my initial password
  - You can try the last 6 digits of your SS# or faculty ID# (excluding the 0)
3. Click on (activate my account)
  - Read the steps
  - Click on password change tool
4. In the login ID box enter the following information
  - Login ID: try either the complete login ID (e.g. [jdoe@adjuncts.pccc.edu](mailto:jdoe@adjuncts.pccc.edu)) or just the login ID (jdoe)
  - In the password field try either the last 6 digits of your SS# without the 0
5. On the next window select the security questions
  - Create your own password before login in to the portal account

### **Now that I have signed in, what will the portal have in store for me?**

You can customize your portal home page or your "dashboard," to reflect your personal interests. You can set the "website option," so that your favorite website is the page you first see when you log in. To make it easier, in the right hand column, there is a listing of tips. The College also gives you a free campus email address (e.g. [jdoe@adjuncts.pccc.edu](mailto:jdoe@adjuncts.pccc.edu)).

## **I don't have a home computer with access to the internet, what do I do?**

- The school has open internet accessible computers located in the library and the Adjunct Office. When using any public computer, make sure you log off after accessing your portal account to prevent other people from accessing it.

## **College Writing Exam**

To graduate from the College, students must successfully complete the College Writing Exam (CWE). Students are eligible to take this exam after completing EN 101 and at least one Writing Intensive (WI) course required for the degree. Students may attempt the examination more than once if necessary.

## **Course Syllabus**

Each course offered at Passaic County Community College has a course description in the College Bulletin (catalog). Course outcomes and other pertinent materials are available from the appropriate Directors/Chairpersons. It is important to the welfare and credibility of the college course outcomes of each course be met.

## **Final Examinations**

Instructors are expected to give a comprehensive final exam on the date scheduled. For some courses, these are department-wide exams. Because of the College's "back-to-basics" policy and the belief that basic skills are learned competently only through continued reinforcement, all exams should include essay-type questions. Faculty shall evaluate essays with attention to student's grammatical and organization skills as well as mastery of the course material.

## **Confidentiality of Student Records**

Students' educational, counseling, and financial records are confidential. Access to these records without the student's written consent is restricted by College regulations and by law. The College reserves the right to make public without the student's consent "directory information," in particular, the student's name, address, age, sex, dates of registration, major, and diploma or degree. The policy at Passaic County Community College is that no information, including "directory information", may be given to anyone other than the student. All requests for student information need to be directed to the Registrar's office. Also, students who wish not to have directory information released have the option to notify the Registrar's Office in writing each year.

## ➤ **FERPA**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the

contested information. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

### **Copyright Policy**

It is the policy of Passaic County Community College to comply with the provisions of the US Copyright Act of 1976, the Digital Millennium Copyright Act of 1998 (DCMA), and the Teaching, Education and Copyright Harmonization Act of 2002 (TEACH). All members associated with the college community - teachers, administrators, staff, and students - are encouraged to have a basic understanding of these federal laws and to apply them responsibly in the educational environment. This includes copying, scanning, distributing, or otherwise making available any copyrighted work in any medium. The four evaluative factors of the "fair use" provision of US Code (title 17, section 107) should serve as the primary guide in determining compliance:

1. The purpose and character of the use, including whether such use is of commercial nature or is for nonprofit educational purposes.
2. The nature of the copyright work
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
4. The effect of the use upon the potential market for, or value of, the copyrighted work.

College members are forbidden from knowingly violating federal copyright law when using copyrighted materials for any purpose associated with the College. The College will not be held legally accountable for such violations, and individuals assume all liability for infringement.

### **Distance Education**

PCCC Distance Education program has grown to about 1,4600 students enrolled in over 150 sections of classes representing 2,500 seats filled per semester. Currently, the College uses Blackboard Learn 9.1 as its Learning Management System. About 80 full-time and part-time faculty teach both fully online and hybrid (partially in-person, partially online) courses in the fall, spring, summer and Express semesters at PCCC. The College offers

training on Blackboard for faculty members who have never taught online at PCCC. The faculty member will learn the basic elements Blackboard and pedagogy as well as how to construct their own online class during this training. Any faculty member who wishes to teach or learn more about online education should contact Randy Jenkins, Director of Distance Education, at [rjenkins@pccc.edu](mailto:rjenkins@pccc.edu) or x 5790 for further information.

### **Drug & Alcohol Abuse Policy**

PCCC is an educational institution committed to maintaining an environment that allows students to enjoy the full benefits of their learning experience and to understand the negative consequences of the illicit use of alcohol and drugs in their lives. In accordance with Public Law 101-226, the College declares that it will make every effort to provide its students with an environment that is free of the problems associated with the unauthorized use and abuse of alcohol and illegal drugs. The College is committed to promoting the wellness and positive self-development of its students. The unauthorized use and abuse of alcohol and the illegal use and abuse of drugs inhibits students from attaining the benefit of their learning experience, and exposes them to serious illnesses and health risks. Therefore, they are prohibited.

### **Early Warning System**

PCCC's Early Warning System (EWS) is designed primarily to help identify students who exhibit behavior that may negatively affect their class performance, including, but not limited to, frequent absences, failure to complete assignments, poor class participation, and behavior problems. You can access the early warning system using the College website (<http://pccc.edu/faculty/ews>).

### **E-Mail & E-Mail Accounts**

It is important for the Office of Adjunct Faculty to have an up-to-date, working e-mail account for you, so that we can update you on any policy changes, send you our professional development programs and remind you of important dates during the semester. In addition, College E-Mail accounts are available to Adjunct Faculty through the college portal. You may find this service useful for communicating with students. Please contact the Administrator for Adjunct Faculty for information on the college portal. We strongly suggest that when communicating with your students, you do so using your college email address instead of your personal email account.

### **Emergency Response Procedures:**

The College has established emergency response procedures in compliance with federal and state regulations for each campus. For a complete emergency response plan on evacuation, medical emergency, fires, flooding, etc., please check the College website. To report an emergency on campus call the following numbers:

**Paterson 973-684-5403**

**Passaic 973-341-1600**

**Wayne 973-304-6020**

**Wanaque 973-248-3000**

### **End of Semester Procedures**

Adjunct Faculty are required to submit final grades to the Registrar's Office via the Campus Cruiser within 48 hours of the final exam. The Adjunct Office will send out an email with instructions about how to submit the

grades using Webadvisor. Besides the final grade submission online, a Storage Envelope containing the items listed below must be submitted to the Adjunct Office at the end of the semester.

1. Attendance Card (Yellow Card) or an electronic version of the YC that will be emailed to the faculty prior to the end of the semester
2. Print out of the Final Grades that were posted on the portal
3. Students' Final Exam (if applicable)

### **EQUAL OPPORTUNITY & NONDISCRIMINATION POLICY AS TO STUDENTS & EMPLOYEES (B102)**

Passaic County Community College is an Equal Opportunity Employer and institution. In accordance with the regulations referenced below, Passaic County Community College hereby gives notice of its nondiscriminatory policy as to students and employees. Continuing its policy to take affirmative action to support equal opportunity for all persons, Passaic County Community College does not discriminate on the basis of race, gender identity or expression, color, age, creed, religion, national or ethnic origin, sexual orientation, military status, or physical or mental disability. This policy applies to the administration of Passaic County Community College's admission, employment, educational, scholarship, loan, athletic, and other programs and practices. Inquiries concerning the application of any policy, program, or other activity at Passaic County Community College may be referred to the Affirmative Action Officer (Title IX Coordinator), who has been especially designated by the College to oversee the continued application of the nondiscriminatory policies. Inquiries, concerns, or complaints may also be referred to the Director of the Office for Civil Rights, U.S. Department of Health and Human Services.

### **REFERENCES:**

- Title IX of the Education Amendments of 1972
- Part 86 of the U.S. Department of Health, Education, and Welfare
- Revenue Procedure 75-50, dated December 8, 1975
- Title VII of the Civil Rights Acts of 1964 and 1990
- Section 504 of the Rehabilitation Act of 1973
- Older Americans Act of 1975
- Americans with Disabilities Act of 1990
- New Jersey Law Against Discrimination and New Jersey Anti-Bullying Bill of Rights Act, P.L. 2010, Chapter 122 and amendments

### **Evaluation of Adjunct Faculty**

Faculty members are evaluated at PCCC both to ensure that students receive high quality instruction and to provide a professional means for the faculty member and the evaluator to work together to improve teaching quality. Evaluation of faculty is conducted through class observation by an academic administrator or a designee and through surveys of student opinion (SRI). An observation may be done during the first year of service. Thereafter, observations may be done every three years. SRIs may be administered to all new adjunct faculty, and every three/four years thereafter. These methods of evaluation are intended to give valuable feedback to the faculty member and to assist in the development of even more effective teaching practices.

### ➤ **Classroom Observation**

The adjunct faculty member will be notified at least a week before that a department chairperson or designee will observe the class. Generally, the observer will ask for a lesson plan with clearly stated objectives and learning outcomes. Expertise is gauged in each of the areas indicated on the Observation Form: clear objectives for each session; appropriate methods of presentation and use of instructional material; effective questioning techniques and summary techniques. Other areas include classroom atmosphere, command of subject, and degree of preparedness. After the observation, the part-time faculty member is shown the completed observation form, and discusses with the observer ways of improving classroom teaching practices. The instructor may append his or her own comments to the completed observation form before it is placed on file.

### ➤ **Student Rating of Instruction**

The **SRI** is administered in the classroom by the staff of the Adjunct Faculty Office and takes students about 20 minutes to complete, during which time the instructor is asked to leave the room. The faculty member will be notified in advance (at least 7 days) that an evaluation will be administered, and will receive a copy of the results.

### **Grading System**

The following grading system is currently in effect at PCCC:

Grade Interpretation	Quality Points
A. Superior achievement	4.0
A-	3.7
B+	3.3
B Above average achievement	3.0
B-	2.7
C+	2.3
C Fully acceptable academic performance	2.0
D Minimally acceptable academic performance for general education requirements, but unacceptable academic performance for prerequisites or major courses.	1.0
F Academic failure	0.0
I Incomplete	Not applicable

### **Grading Procedures**

Faculty is strongly urged to issue a mid-term progress report to each student so that students can be advised to work on any deficiencies. Your department may also request that you fill out a midterm progress report. Please check with your department chair.

### **Final Grades:**

Final grades are due in the Registrar's Office via the Campus Cruiser (Webadvisor) within 48 hours of the final exam.

### **The Incomplete (“I”) Grade:**

The “I” grade is a temporary grade assigned only in the event that a student is prevented from completing the required course work and/or final examination by illness or other extraordinary circumstances beyond his or her control. The “I” grade must not be given to students who simply stop attending classes; these students should receive an “F” grade and be reported on the **yellow grade card**. Should the instructor think that an “I” is appropriate, both the instructor and the student must sign a **Student Contract for Incomplete Work** describing the reasons for the grade and detailing the steps the student must take to complete the course in a satisfactory manner. This contract form is available from the Office of Adjunct Faculty and can be also downloaded from the “forms” tab and must be submitted to the Department Chair or Adjunct Office when final grades are turned in. All incomplete work must be completed during the following semester; otherwise, the student grade will automatically turn into an “F.” The student may not enroll in a course that is sequential to the one in which an “I” was earned until the “I” is changed to a passing grade. When the work is completed, the instructor will file a Grade Change Notification Form with the Adjunct Office.

### **The Withdrawal (“W”) Grade:**

The instructor does not assign a “W” grade. Withdrawal from a course is the student’s responsibility, and if the student officially withdraws from class by following the appropriate procedures, he will be given the “W” grade by the Registrar’s Office. If a student stops coming to class and his/her name appears on the final grade roster without a “W” grade, such student must be given an “F.”

### **Grade Change Policy**

In the event that a faculty member must change the final grade of a student, the instructor should obtain and submit the Grade Change Notification form to the Adjunct Faculty Office. Once this form is appropriately certified, the new grade will appear in subsequent transcripts issued to the student.

### **Guest Speakers and Field Trips**

Instructors may invite guest speakers to their classes or arrange to have students attend events and performances outside the College with approval of department heads. Instructors who wish to include a field trip as a part of the course of study must obtain a proposal form from the Office of the Dean of Student and Cultural Affairs at least three weeks in advance. Only approved trips and speakers will be funded. Instructors may also make arrangements for their classes to attend performances and lectures at the College with permission from the department chair. In addition, they can make arrangements to have their classes participate in field trips sponsored by the Cultural Affairs Office.

### **Help Desk**

The Help Desk is available to assist the PCCC community with technical issues 24/7. You can call 973-684-6464 for technical help with issues like:

- Logging into the Portal or Online Class
- Accessing an Online Class or your campus e-mail
- Accessing online support services

### **Holistics (ELS Dept.)**

Adjunct Faculty in the ELS Department will be required to participate in the Holistic Reading Session at the end of the semester as part of their contractual agreement. This is an important part in determining a student's final grade and ability to move on to the next level.

### **Identification Card/Parking Device**

Each adjunct faculty member must carry a photo identification card issued by the College. It may be obtained at the Public Safety Office, located on the first floor of the "E" Building, Founders' Hall (E-104). Bring a copy of your employment contract or a memo from your department. The I.D. card is free and it must be validated each year, but it is not transferable. College I.D. cards enable the adjuncts to enter the college buildings, to use the library, etc. The parking device can also be obtained at the Public Safety Office; and it provides access to the parking garage located on 125 Broadway.

### **Institutional Effectiveness Process**

The Institutional Effectiveness Process (IEP) document is current as of January 2014, and a copy is available in the Adjunct Office. It is the product of work by the Assessment Committee of the Academic Council. The document is reviewed and revised periodically with the intention of improving the institutional and academic effectiveness of our institution.

### **Library (Learning Resource Center)**

The Learning Resource Center, located in Academic Hall, consists of the Library and Media (Audio-Visual) Department. In order to facilitate individual research and study, the Library employs an open stack policy. Materials in the Library are classified and catalogued under the Library of Congress system. Adjunct faculty members are encouraged to visit and make use of library facilities and materials. Materials may be borrowed upon presentation of a valid PCCC identification card, and faculty is encouraged to recommend materials for acquisition. Faculty may request that materials be placed on "closed reserve" either for a specific period of time or for the entire semester.

#### **Library Hours:**

**Paterson Campus:** M-Th 8:00am-10:00pm; Fri 8:00am-8:00pm; Sat 8:00am-3:00pm; Sun. closed

**Wanaque Campus:** M-Th 8:30am-9:00pm; Fri 8:30am-4:30pm; Sat 8:30am-1:00pm; Sun. closed

**Passaic Campus:** M-Th 8:30am-9:00pm; Fri 8:30am-7:00pm; Sat 8:30am-2:00pm; Sun. closed

#### **Contact Information:**

**Paterson Campus:** Circulation 973-684-5877, Reference 973-684-5888, Email: [rdept@pccc.edu](mailto:rdept@pccc.edu)

**Wanaque Campus:** Circulation 973-248-3021, Reference 973-684-934

**Passaic Campus:** Reference only 973-341-1613

### **Media Services**

Requests for audiovisual materials, equipment and services should be made with Media Services in the following way: (1) by phone at **973-684-5881** (48 hours in advance), (2) through e-mail: [media@pccc.edu](mailto:media@pccc.edu). If you have recommendations for the addition of instructional video materials, please have them approved by your department chair. The LRC Media Services will consider items for purchase depending upon your department's available funds.

## **Mail and Mailboxes**

Adjunct Faculty mailboxes are located in the Adjunct Faculty Office at 3 Church Street. All communications, including College and U.S. Postal Service mail, memos from supervisors and administrators, notes from students, and inter-departmental correspondence are received by the instructor in the mailboxes. Mailboxes should be checked on a regular basis. Inter-office and outgoing mail may be left in the Administrative Office or the Docu-Center.

## **Office of Disabilities Services**

The College is committed to providing accommodative services to physically, emotionally and/or cognitively-challenged students in compliance with federal laws. The ultimate goal is to promote and support the student's self-advocacy: the ability of a student to articulate information concerning a physical, emotional, sensory or learning challenge to the appropriate College personnel for the purpose of obtaining accessibility to the programs and services offered at PCCC. For more information, please visit: <http://www.pccc.edu/ods> or call: (973) 684-6395. You may also e-mail [ods@pccc.edu](mailto:ods@pccc.edu).

### **➤ Services Available**

The following services are available if the student's request for accommodating his/her disability is deemed by ODS to be "reasonable and appropriate":

- Academic accommodations/Adjustments
- Accommodations to physical setting
- Academic Advisement/Priority Registration
- Referral to community resources

## **Orientation**

All newly hired Adjunct faculty are required to attend a General Orientation Meeting scheduled at the beginning of each Fall/Spring semester. The New Adjunct Faculty Orientation is generally scheduled a week prior to the beginning of each term. If an adjunct faculty member cannot attend the Orientation, he or she is required to schedule an appointment with the Adjunct Office staff (973-684-5302) for a one-on-one orientation. Individual departments hold orientations of their own.

## **Parking – College Rules**

PCCC campus parking is a privilege, not a right. Parking is provided to students, faculty and staff who are engaged in College business and College-approved activities. Everyone must register their vehicle with the PCCC Public Safety office where they will receive a parking electronic window access device\* which must be affixed to the vehicle windshield for use in the Broadway Parking Garage-Paterson. A \$50 fee must be paid at the Bursar's Office for the required electronic window device. Anyone who fails to secure the device to their windshield will be responsible for paying for their own parking for the day. **Only one** device may be issued per person. If you have obtained a device but must, in a special case, use a different vehicle from the one with the device attached, please bring your ticket from the Broadway Parking Garage to the Public Safety Office (Room E-100) to have the parking fee waived.

- If you have any problems with the parking device, please come to the Public Safety Office.
- If you lose, damage, or remove the device for any reason except when directed to do so by PCCC Public Safety you will be responsible for the replacement fee of \$50.00.
  - To register your vehicle, you must go to the appropriate location on your campus and present the following documentation: valid driver's license, valid vehicle registration, current insurance card, proof of payment for the electronic window device from the Bursar's office (if applicable), proof of current student or employee status
- Where to register your vehicle at PCCC:
  - Paterson** – Dept. of Public Safety E-100 (first floor of Founder's Hall). Tel: 973-684-5403
  - Passaic** – Main Office Tel: 973-341-1600
  - Wanaque** – Main Office Tel: 973-684-3000
  - Wayne** – Main Office Tel: 973-304-6020
- Parking Regulations
  - All vehicles parked in the designated PCCC area of the Broadway Parking Garage (Paterson) must be registered with the Campus Public Safety Department and must clearly display an electronic window access device (for Broadway Parking Garage).
  - The speed limit in all College parking facilities is 5 miles per hour.
  - No parking is permitted except in designated areas. Vehicles must be parked in only one parking space, between the indicated lines (red). Officers will check Department of Motor Vehicles OIC Permit for persons with Disabled parking Hang Tags or Placards to assure that only authorized persons utilize the Disabled Persons parking spaces.
  - Violators will be issued a Summons under STATE STATUTE 39:4-1380 or Paterson City ordinance 01-030HP.
  - Parking regulations are in effect 24 hours a day, 365 days a year. All persons driving on campus must obey accepted safe motoring standards.
  - Any violation of the regulations is subject to a fine as listed on the parking summons.
  - The College may also tow the vehicle of repeated violators at the vehicle owner's expense.
  - All parking will be within the designated parking spaces ONLY. Violators are subject to a summons and/or a vehicle tow at the vehicle owner's expense.
  - Parking in a Fire Zone or any other prohibited area with yellow lines will result in a Summons.
- To reserve a parking space for a guest speaker, please copy and paste on your browser address field the address below. Then, please, fill out the requested information:
  - <http://www.pccc.edu/prospective/student-services/public-safety/parking/request-for-reserved-parking-form>

### **Pay and Benefits**

Please refer to the Agreement between PCCC and the Adjunct Faculty Federation of Passaic County Community College for details which can be accessed through your College portal account. Copies are also available in the Adjunct Office.

1. Login to your portal account, 2. Click on PCCC info tab, 3. Click on “offices”, 4. Click on “All Offices”, 5. Click on “B. HR Office”, 6. Under Office Bookmarks, click on “Bargaining Unit Agreements.”

## **Photocopying**

The Adjunct Faculty Office can make limited number of copies (up to 50 pages total). You will need an office staff member to assist you as the copy machine is “coded”. If you need to make a large amount of copies (more than 50), a copy request form which can be found in the Adjunct Office must be filled out and submitted to the Docu-Center or left with the staff in the Adjunct Office. The Docu-Center on the main campus is located on the Ground floor of Founders’ Hall located next to the Public Safety Office. If you teach in Passaic or Wanaque, copies will be made at each site (up to 50 pages total); otherwise, a form must be sent to the Docu-Center as well. You are also welcome to email your copy request to the Docu-Center by emailing the following: George Myers (gmyers@pccc.edu); John Orozco (jorozco@pccc.edu).

## **Docu-Center Hours of Operation:**

**Monday-Thursday:** 8:30am-7:00pm

**Friday:** 8:30am-4:30pm

**Saturday:** 7:30am-11:30am

## **Professional Development**

Professional development activities are offered to the Adjunct Faculty at Passaic County Community College throughout the academic year. Participants at any professional development activity will be paid a stipend of \$45.00 per session. Workshop dates and information are sent to the adjunct faculty via email. We welcome your suggestions and input on topics to provide relevant activities for you.

## **Registrar’s Office**

General Phone number: 973-684-6400

## **Hours of Operation**

Monday and Thursday 8:30 AM to 7:00 PM

Tuesday, Wednesday, Friday 8:30 AM to 4:30 PM

Saturday Closed

## **Room Change Request**

Requests for permanent or one-day changes in class location must be submitted to Robert Saunders (rsaunders@pccc.edu) in the Registrar’s Office by calling 973-684- 6402. Approval will be granted only if classrooms are available. If a permanent change is approved, please notify the Adjunct Faculty Office. Changes are not permitted unless this procedure is followed.

## **Sexual Offense Awareness**

A college or university in a free society must be devoted to the pursuit of truth and knowledge through reason and open communication among its members. Academic communities acknowledge the necessity of being intellectually stimulating where the diversity of ideas is valued. Its rules must be conceived for the purpose of furthering and protecting the rights of all members of the college community in achieving these needs.

The boundaries of personal freedom are limited by applicable state and federal laws and institutional rules and regulations governing interpersonal behavior. In creating a community free from violence, sexual assault

and non-consensual sexual contact, respect for the individual and human dignity is of paramount importance. Passaic County Community College affirms its commitment to ensuring an environment for all students and employees that is fair, humane and respectful. Every person is entitled to work and learn in an environment free from sexual harassment. It is the policy of PCCC that sexual harassment in any form will not be tolerated. Charges of sexual harassment will be treated seriously and pursued in accordance with established college procedures. To submit a complaint, please see Michael Silvestro, Affirmative Action Officer, Human Resources, Main Campus Room E305, or call 973-684-6108

### **SEX DISCRIMINATION, SEXUAL HARASSMENT, AND SEXUAL MISCONDUCT (BOARD POLICY B108 TITLE IX)**

Passaic County Community College affirms its commitment to ensuring an environment for all students and employees that is fair, humane, and respectful. Every person is entitled to learn and work in an environment free from sex discrimination, sexual harassment, and sexual misconduct. It is the policy of Passaic County Community College that sexual discrimination, sexual harassment, and sexual misconduct in any form will not be tolerated. Charges of sex discrimination, sexual harassment, and sexual misconduct will be treated seriously and pursued in accordance with established College procedures. Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex against any person in education programs and activities receiving federal funding. Inquiries concerning the application of the above mentioned Title IX statement to any policy, program, or other activity at Passaic County Community College may be referred to the Title IX Coordinator, who has been especially designated by the College to oversee the continued application of the Title IX and nondiscriminatory policies. Inquiries, concerns, or complaints may also be referred to the Director of the Office for Civil Rights, U.S. Department of Health and Human Services.

### **Syllabus and Course Outline/Textbooks**

The departments will provide each instructor with a syllabus for each course taught. All instructors are required to follow the program outlined in the syllabus. Adjunct Faculty must use the standard textbooks for a course as specified on the syllabus provided by each department. Adjunct faculty cannot change textbook and /or readers without approval from the Dept. Chair or coordinator. Each instructor will receive the required textbook(s) and teacher's manual from their department. It is customary for complimentary copies of textbooks and manuals to be given out during orientation or departmental meetings prior to the start of the semester. Adjunct faculty is always welcome to make suggestions and/or recommend textbooks to their department chair or course level leader.

### **Telephone Numbers**

The Adjunct Office provides a telephone (973 684- 6917) for faculty use. Inter-office phone calls may be dialed directly. Outside calls may be placed by dialing 9 and should be limited to College business or personal emergency. Messages will be taken for adjunct faculty at 973-684-5302 and 973-684-5508 and be placed in your mailbox. Under no circumstances will your home or cell phone number be given out to students unless you request us to do so in writing. Please see below other important phone numbers you may need:

### **COLLEGE MAIN NUMBERS**

Main Phone Number: (973) 684-6800

Fax Number: (973) 684-5843

# Department Chairs

## Business

Thomas Cox Ext.5308 Room H211

## CIS/ Engineering

Merille Siegel Ext.6445/5535 Room H301B

## College Success

Bassel Stassis Ext.6500 Room A115

## Developmental Education

Tonisha Taylor (Academic Affairs) Ext.6241 Room A233

## Early Childhood Education

Anita Kumar Ext.6607 Room E109

## EN/FAR

Nina-Louise Alsbrook Ext. 6511 Room E210

Samuel Ayala Ext.5735 Room B102

## ELS

Kathy Kelly Ext.5229/5590 Room E209

## HIT/ASL

Lisa Deliberto Ext.6297/5535 Room H207

## Humanities

Edward Mosley (HUM) Ext.6912/5896 Room A108

## Math

Janet Delaney Ext.5227 Room U203

## Nursing

Dona Stankiwicz Ext.5221/5218 Room P203

## Radiography

Parsha Hobson Ext.6243 Room A319

## Science

Marcin Baranowski Ext.6827 Room A317

# **PASSAIC COUNTY COMMUNITY COLLEGE**

## **IMPORTANT PHONE NUMBERS**

*Main Phone # 973-684-6868      Fax # 973-684-5843*

### **BUILDINGS**

<u>Broadway Building (Front Desk)</u>	<u>973-684-5782</u>
<u>Bookstore</u>	<u>973-247-9406</u>
<u>Community Technology Center (CTC)</u>	<u>973-684-6003</u>
<u>Hamilton Building (Front Desk)</u>	<u>973-684-6464</u>
<u>Hamilton Club</u>	<u>973-684-5922</u>
<u>Main Campus (Broadway Entrance-Security Desk)</u>	<u>973-684-5404</u>
<u>Public Safety Academic (PSA)</u>	<u>973-304-6020</u>
<u>Pruden Building (Front Desk)</u>	<u>973-684-4971</u>
<u>Wanaque Center</u>	<u>973-248-3000</u>
<u>Passaic Academic Center</u>	<u>973-341-1600</u>

### **PCCC DEPARTMENTS**

<u>President's Office</u>	<u>973-684-5900</u>
<u>Academic &amp; Student Affairs</u>	<u>973-684-6500</u>
<u>Adjunct Office</u>	<u>973-684-5302</u>
<u>Dean of Students</u>	<u>973-684-6919</u>
<u>Docu-Center</u>	<u>973-684-6009</u>
<u>Financial Aid Office</u>	<u>973-684-4115</u>
<u>Facilities</u>	<u>973-684-5999</u>
<u>IT Dept.</u>	<u>973-684-6722</u>
<u>Library</u>	<u>973-684-5877</u>
<u>Media Services</u>	<u>973-684-6560</u>
<u>Office of Disabilities Service</u>	<u>973-684-6395</u>
<u>Payroll</u>	<u>973-684-5210</u>
<u>Personnel (Human Resources)</u>	<u>973-684-6107</u>
<u>Portal (Campus Cruiser-Fatmir)</u>	<u>973-684-5891</u>
<u>Registrar's Office</u>	<u>973-684-6401</u>
<u>Security (Public Safety Office)</u>	<u>973-684-5403</u>
<u>Testing (CWE)</u>	<u>973-684-5491</u>
<u>Testing Front Desk</u>	<u>973-684-5582</u>
<u>Testing (Pre/Post)</u>	<u>973-684-4973</u>

### **EMERGENCY NUMBERS**

<u>Police Department</u>	<u>973-881-6800</u>
<u>St. Joe's Hospital</u>	<u>973-754-2000</u>
<u>Health Department</u>	<u>973-881-3900</u>

## **Testing & Assessment**

The Testing Office is located on Memorial Hall (M240) phone number (973) 684-6959. The Wanaque and Passaic campuses offer limited testing services. The Testing Department administers a variety of computer-based, web-based, and paper & pencil tests at PCCC. These tests include placement tests, academic tests, program admission, and graduation writing (CWE). Certain **ONLINE COURSE** tests are administered by the Testing Department on behalf of the individual Academic Departments at PCCC. Instructors will provide specifics about these tests. You can contact **Peter Hynes**, Assistant Dean of Testing and Tutoring at (973) 684-6602 or **John Hatala**, Operations Manager for Testing and Tutoring at (973) 684-4973. If you prefer, you can address your questions by email: [academictesting@pccc.edu](mailto:academictesting@pccc.edu). For more information please copy and paste the following link to the address bar of your web browser:

<http://pccc.libguides.com/content.php?pid=29282&sid=215810>

### ➤ **Makeup Test Procedure**

You may request that a make-up test be given to an individual student by filling out a Request to Administer Examination to Individual Students form (<http://pccc.libguides.com/aecontent.php?pid=29282&sid=267036>). Please be advised that proctoring is subject to available resources. If the test cannot be administered on the requested date, Testing will contact the faculty with alternative dates and times. Students may also contact Testing to arrange an appointment, as long as this is within the time period allotted by the faculty. The Testing Administrator at the specified campus will arrange a proctor to administer the examination. Requests may be emailed to the appropriate campus contacts listed below, or attached to the examination and hand delivered. Requests must come through faculty, and cannot be delivered by the student being tested. All exams will be held for pick up - no exams will be returned via interoffice mail. If there are any questions, please contact: Peter Hynes - Assistant Dean for Testing and Tutoring ([phynes@pccc.edu](mailto:phynes@pccc.edu)) 973-684-6602.

**Paterson Main Campus – Room M240 Email: [testing@pccc.edu](mailto:testing@pccc.edu)**

**Passaic Academic Campus – Room P118 Email: [eortiz@pccc.edu](mailto:eortiz@pccc.edu)**

**Wanaque Academic Center – Room W128 Email: [kcoffey@pccc.edu](mailto:kcoffey@pccc.edu)**

### ➤ **Tutoring (Academic Support)**

Tutorial services are an integral part of the Developmental Studies and ELS programs. Tutors are available to assist students enrolled in reading, writing, math, and ELS. All developmental level Math, Reading, Writing and ELS students are required to attend appropriate labs. Adjunct Faculty is encouraged to make periodic visits to the lab to become familiar with their students' work and to establish a rapport with the lab coordinators and tutors so that classroom and lab activities can be integrated. For more details, please see the College Catalog which is available in the Adjunct Office, or the College website.

## **Tuition Waiver**

The Tuition Waiver Program provides for the waiver of tuition and fees where applicable for courses taken at PCCC by eligible college employees consistent with college policy (B-402) and/or provisions outlined in existing contractual agreements. Applications, which can be found in the Adjunct Office or HR Department, are to be completed and submitted to the Division of Human Resources (E-305) by the end of the first week of classes. Adjunct Faculty may not register for courses until Waiver Day, which is the last day of registration.

## **Weather Closings/Panther Alert**

Announcements regarding the closing of the college due to inclement weather will be available as follows:

**Radio:** WCBS (880 AM)

**TV Stations:** Channel 12- NJ News (Cable Vision)

**College/Panther Alert:** 973-681-6800

Panther Alert, the PCCC Emergency Notification and telephone messaging system, will be used to relay important information to students, faculty and staff. In order to receive these important messages you will need to opt-in to the system and input the phone numbers and e-mail address that you would like us to use. You may enter your home phone number, office phone number, cell phone number, up to nine contact methods in total. You may receive voice messages, text messages and e-mails.

To sign up for Panther Alert please follow these steps:

1. To begin, go to [www.pccc.edu](http://www.pccc.edu) and log in to **MY PCCC ACCOUNT**
  2. Go to **Panther Alert** tab to log into PCCC's Emergency Notification System.
  3. Fill in your 7-character colleague ID\* and your PCCC e-mail address and click **Sign In**. You must use all 7-digits, including zeros.
  4. Fill in the phone numbers. Under **Call Preferences**, indicate the primary contact phone number you would like us to use.
  5. If you would like to receive text messages, be sure to fill in a number for the SMS phone number.
  6. Once you have filled in all the information, agree to the **Terms of Use** and the click **Update my Information** at the bottom of the page.
  7. Next you will get a confirmation page, please review the information to be sure it is correct. If it is correct, click on **Yes, This is Correct** or if the information needs to be changed **No, I need to Edit This**.
  8. The next page will require you to enter the security code that appears on the screen to confirm the information. Please be sure to enter the code exactly as it appears.
- Now that you are signed in you can tell us how you would like PCCC to contact you with important information.